

# County of Los Angeles Special Needs Housing Alliance Protocol

## **Background**

On June 10, 2001, the New Directions Task Force (NDTF) created the Special Needs Housing Alliance (Alliance). The Alliance was charged with Identifying housing requirements for special needs populations, proactively pursuing legislation and funding to address the identified needs, and developing and implementing strategies to increase the availability of geographically disbursed, service-enriched housing, through an integrated community approach in partnership with local government, Community-Based Organizations (CBOs) and non-profit entities.

It is widely believed among housing agencies (i.e., Alliance member agencies) that housing services must be improved, and that communication among said agencies has a vital role in the enhancement of housing services. The Alliance is currently working on two projects that serve to address the aforementioned needs: a departmental survey to identify current services and service gaps; and, a process to collect and distribute funding and legislative related information, the later of which is address via this Protocol.

## **Proposal**

This Protocol proposes a design to improve communication among Alliance member agencies and the way they plan, coordinate, and pursue housing services among themselves, with the ultimate goal of enhancing the supply of service-enriched, special needs housing throughout the County. The Protocol provides a mechanism for Alliance member agencies to collect and share information on potential special needs funding sources and housing related, legislative updates through the use of the attached forms.

The forms, which are provided in electronic format, are to be utilized by designated staff at Alliance member agencies on an ongoing, as needed basis. The Funding/Legislative Protocol Contact//Distribution matrix (Matrix) identifies: 1) who, at respective agencies, will complete and distribute the forms, and 2) who, at respective agencies, should receive the completed forms.

## **Anticipated Benefits**

It is anticipated that the Protocol will result in the following benefits to the County's Alliance member agencies and thereby benefit the clients of the County's housing services:

- Enhance communication among Alliance member agencies.
- Improve planning among Alliance member agencies.
- Create a more pro-active environment within Alliance member agencies for the provision of special needs housing services.
- Help to identify funding opportunities and/or opportunities for expanding the provision of special need housing services.
- Help to identify pending legislation affecting special needs populations and/or resources for service-enhanced housing.

## Assessment

The Alliance, with input from Alliance member agencies, will assess the effectiveness of this protocol six months after it is implemented.

## Process

The Protocol is comprised of four sections and is intended to create a clearinghouse for special needs housing related services information to be shared among Alliance member agencies. Alliance member agencies have designated staff within their organizations that are responsible for distributing and collecting said information (see Matrix for designated staff). The forms should only be distributed to staff as indicated on the Matrix (e.g., Funding Alerts should only be distributed to persons with an "x" in the Funding Alert column of the Matrix).

The Protocol requires that the Alliance member agencies use the Funding Alert, Project Opportunity Alert, Request for Proposals Release, and the Legislative Alert forms as follows (contacts must complete the contact information prior to distribution of all forms):

- ❑ **Funding Alert** – This section should be used to notify designated Alliance members that an application for funding is available from a grantor agency (State, Federal, and private). The electronic form must be completed in full by designated Alliance member agency staff and distributed via electronic mail to all Alliance member agency contacts, as indicated in the Matrix, and to NDTF Staff. Recipients will review the information to ascertain whether it provides an opportunity to obtain funding that can be utilized in their provision of special needs housing services. Recipients should forward the alert to other agencies, as well as other staff within their agency, who might benefit from the described opportunity.
- ❑ **Project Opportunity Alert** – This section should be used to notify designated Alliance members that a particular provider/developer needs resources (housing or services) to create or physically expand special needs housing. The electronic form must be completed in full by designated Alliance member agency staff and distributed via electronic mail to all Alliance member agency contacts, as indicated in the Matrix, and to NDTF Staff. Recipients will review the information to ascertain whether their agency can provide needed resources as indicated by the alert. Recipients should forward the alert to other agencies, as well as other staff within their agency, who might be able to provide the required resources.
- ❑ **RFP Release** – This section should be used to notify designated Alliance members that funds open to the general public are being made available through a County competitive bidding process (this section applies to **County RFPs only**). The electronic form must be completed in full by designated Alliance member agency staff and distributed via electronic mail to all Alliance member agency contacts, as indicated in the Matrix, and to NDTF Staff. Recipients will review the information to ascertain whether it provides an opportunity to coordinate or cross-reference procurement activities among departments or to obtain funding that can be utilized in the provision of special needs housing services. Recipients should forward the release to other agencies, as well as other staff within their agency, who might benefit from the described opportunity.
- ❑ **Legislative Alert** – This section should be used to notify Alliance members that pending legislation affecting special needs populations, or the resources for service-enhanced housing, should be analyzed for common interest and legislative positioning among departments. The electronic form must be completed in full by designated Alliance member agency staff and distributed via electronic mail to all Alliance member agency contacts, as indicated in the Matrix, and to NDTF Staff. Recipients will review the alert and forward it to other agencies, as well as other staff within their agency, who may be affected by the legislation.

## ***Special Needs Housing Alliance Protocol***

***Distribute copies of the completed form to the following:***

All designated Alliance members listed in the attached Funding/Legislative Protocol Contact//Distribution Matrix.  
(See Attached)

Carlos Pineda, Executive Director  
New Directions Task Force/Interagency Operations Group  
Chief Administrative Office  
Service Integration Branch  
222 South Hill Street, 5<sup>th</sup> Floor  
Los Angeles, CA 90012  
E-Mail: cpineda@cao.co.la.ca.us

***For more information regarding use of this form, you may contact:***

Carlos Pineda, Executive Director  
New Directions Task Force/Interagency Operations Group  
Tel: (213) 974-4650

### **ALLIANCE MEMBER CONTACT INFORMATION**

*(Please complete the following section in its entirety.)*

**Department/Agency Name:**

**Division Name:**

**Contact Name:**

**Contact Title:**

**Contact Phone Number:**

(  )  -  ext.

**Contact Fax Number:**

(  )  -

**Contact Email Address:**

**Name of Grant Title:**

**Length of Grant Period:**



**Bidders Conference Date(s):**

## **Funding Agency Contact Information**

**Funding Agency Name:**

**Funding Contact Name:**

**Funding Contact Phone:**

()  -  ext.

**Funding Contact Fax:**

()  -

**Web Site:**

## **PROJECT OPPORTUNITY ALERT**

(Use this section to notify Alliance members that a particular provider/developer needs resources (housing or services) to create or physically expand special needs housing.)

**Developer/Owner Name:**

**Project Name:**

**Project Address:**

**City:**

**Zip Code:**

**Type of Services: (Check all that apply)**

- Acquisition  New Construction  
 Expansion  Rehabilitation  
 Other

**Development Description:**

Number of Units:  Number of Beds:

**Stage of Development: (Check all that apply)**

- Completed  Construction  
 Funding Committed  Redevelopment  
 Site Control  Other

**Target Population:**

**RFP RELEASE**

(Use this section to notify Alliance members that funds open to the general public are being made available through a competitive bidding process. This alert should be transmitted in advance to County departments in order to coordinate or cross-reference procurement activities among departments.)

**RFP Release Date:**

**RFP Due Date:**

**Type of Funds:**

**Length of Time Funds Available:**

**Eligible Applicants: (check all that apply)**

- Community Based Organization  Non-profit  
 Government Agencies  Qualified Individuals  
 Housing Developer  Other

**Name of Technical Assistance Agency:**

**Contact Name:**

**Contact Phone Number:**

()  -  ext.

**Contact Fax Number:**

()  -

**Contact Email Address:**

**Additional Information:** *(please provide a narrative response, if none enter "None")*

## **Legislative Alert**

(Use this section to notify Alliance members that pending legislation affecting special needs populations, or the resources for service-enhanced housing, should be analyzed for common interest and legislative positioning among departments.)

**Bill Number:**

**Bill Title:**

**Date Introduced:**

**Date Last Amended:**

**Author:**

**Status of Bill:**

**Brief description of the Bill:**

**Briefly summarize any known impact to the County/Department.**

**Briefly summarize any known opposition or support to the Bill.**

**Briefly summarize any preliminary recommended positions by your Department.**

**Briefly summarize any CAO Tracking/Position.**